

2018

ANNUAL REPORT



UNIVERSITY OF
GEORGIA

Finance & Administration

FINANCE AND ADMINISTRATION

SERVING

THE **MISSION** OF UGA®

OUR CORE VALUES



INTEGRITY

We seek to do the right thing at all times, regardless of the circumstance



TEAMWORK

By working together, we can achieve much more than we would on our own




EXCELLENCE IN SERVICE & INNOVATION

We strive to serve each other with our best and to continually improve how we operate on a daily basis

CONTENTS:

- » BY THE NUMBERS
- » STUDENT SERVICES & ACADEMIC SUPPORT
- » FINANCIAL, ADMINISTRATIVE & HUMAN RESOURCE SUPPORT
- » CAPITAL PLANNING & INFRASTRUCTURE SUPPORT

Numbers help tell the story...

 **\$193.8 M**
in total loans

\$202.45 M **\$31.9 M**
scholarships disbursed in total grants

ADMINISTERS

221 University endowment funds valued at **\$86.3 M**

RECYCLING
scrap metal returned
\$35K
to the University




846 **FACULTY ENGAGED IN SUSTAINABILITY-RELATED RESEARCH**



 **OFFICE OF UNIVERSITY ARCHITECTS PLANNED**
\$112,769,500
31 PROJECTS IN FY18 WITH A BUDGET TOTALING


5.8 MILLION
passenger trips

 **SCANNED**
56,479
paper records to create archived digital images

 **11,865**
student aid & student account refunds totaling **\$22.5M**

PROCESSED

TRAINING & DEVELOPMENT
627 **7,500+**
CLASSES PARTICIPANTS



-22.44% **ENERGY CONSUMPTION ON CAMPUS SINCE 2007**



\$41,545 in stolen property
RECOVERED.

ADDED 7,196 ITEMS TO THE
EQUIPMENT DATABASE
SCANNED 69K+ INVENTORY ITEMS

UNIVERSITY BUDGET OFFICE
PROCESSED
66,548
personnel reports
& budget amendments

F&A IT SUPPORT
MAINTAINS
52 servers
and
SUPPORTS 300 users
across **15** departments

 **UGA BUILDING SERVICES STAFF MAINTAINS OVER**
12,000,000 SQUARE FEET
ON UGA'S MAIN CAMPUS

 **7.6 MILLION**
ACCESS CONTROL EVENTS

1,400 TONS OF CONCRETE
RECYCLED

ISSUED
76,756
purchase orders
totaling
\$285M

 **OFFICE OF UNIVERSITY ARCHITECTS DESIGNED**
\$98,495,200
25 PROJECTS IN FY18 WITH A BUDGET TOTALING

OVER
3.2
MILLION
meals served



55 **STUDENT INTERNSHIPS**
IN THE OFFICE OF SUSTAINABILITY 

10K **TREES ON CAMPUS**
(75 NEW THIS YEAR) 

PRODUCED 2,000 CUBIC YARDS OF COMPOST
5,000 CUBIC YARDS OF MULCH



WATER CONSUMPTION ON CAMPUS SINCE 2007



OFFICE OF UNIVERSITY ARCHITECTS CONTROLLED

\$446,571,140

149 PROJECTS IN FY18 WITH A BUDGET TOTALING



WE MAINTAIN 800 ACRES ON UGA'S MAIN CAMPUS



362
average daily deliveries



1,886 BUILDINGS

1,906 VEHICLES

\$4.5B IN TOTAL ASSETS

197
TRAINING SESSIONS

provided by OEP to 5,400 faculty, staff, and students

DIRECTORY ASSISTANCE



ANSWERS 162
average phone calls per day

UGA POLICE DEPARTMENT

completed **12,085 hours** of training

REPORTED & TRANSMITTED \$289M
in deductions




OFFICE OF UNIVERSITY ARCHITECTS CONTRACTED


\$90,687,700

44 PROJECTS IN FY18 WITH A BUDGET TOTALING

ACCOUNTING 
PROCESSED & REVIEWED
12,042 & 48,212
 journal vouchers p-card transactions


 **OFFICE OF UNIVERSITY ARCHITECTS COMPLETED**
\$144,618,740
 49 PROJECTS IN FY18 WITH A BUDGET TOTALING

 **42,657**
 COMPLETED WORK ORDERS

The golf course hosted
33,066 rounds
 — in FY2018 —


 **ENVIRONMENTAL SAFETY DIVISION INSPECTED**
1,479 EYE WASH STATIONS &
961 LAB SAFETY SHOWERS

90.1% of purchase orders were issued within **5 days**

 **PROCESSED**
\$808M in gross pay to
19,208 faculty, staff, student, and temporary workers

ESTABLISHED
 awards for **3,554**
 proposals worth **\$309M**

SAVED STUDENTS A TOTAL OF
\$1,005,136
 through the sale of USED, rental, and digital textbooks and our cash for books buyback program.

\$237M
 in **TOTAL** sponsorship expenditures

Vending Services processed
340,844
 Paw Points and Bulldog Bucks transactions.



STUDENT SERVICES & ACADEMIC SUPPORT

CUSTOMER SERVICE

In the spring of 2018, Dining Services conducted a pilot program to test the feasibility of introducing a to-go program to meal plan participants. The program gives customers more flexibility in how they obtain a meal. The boxes are environmentally-safe, sustainable to-go containers that can be washed and reused. The success from the pilot prompted Dining Services to make the program available to all meal plan participants beginning August 2018 at Oglethorpe Dining Commons and The Niche (serving HSC campus only).

DINING SERVICES



CUSTOMER SERVICE

In August 2017, Dining Services added two guest passes per customer per semester to each meal plan. This customer service enhancement gives meal plan participants the opportunity to invite friends or family to dine with them at any of UGA's five dining commons.

DINING SERVICES

FACILITY ADDITION

DINING SERVICES

In August of 2017, Dining Services opened The Market at Tate as a renovation to the former Tate Café. The renovation expanded the amount of space allowing more products to be offered. Local options including Dining Services' grab & go with Luna bread, UGA honey and tea, and Jittery Joe's coffee are also featured.

 **MARKET AT TATE**



FACILITY ADDITION

DINING SERVICES

au bon pain
the bakery café

In July of 2017, Dining Services opened Au Bon Pain in the Rothenberger Café. The Café is located in the Terry Business Learning Community's Amos Hall.

au bon pain.

PUMPKIN SPICE & EVERYTHING NICE

PUMPKIN CROSSANT

Flaky croissant, with creamy pumpkin filling and topped with cinnamon sugar

PUMPKIN PIE BON TART

Hand-held, crisp baked pastry with pumpkin pie filling

FACILITY ADDITION

DINING SERVICES

In June of 2018, Dining Services opened Sushi with Gusto and East Side Deli in Joe Frank Harris Commons as part of a facility enhancement project. Introducing sushi to UGA was driven by student feedback. In addition to Joe Frank Harris, Grab & Go sushi can be found in dining locations across campus. The Village Market was rebranded to the Market at East Campus.



PRODUCT DEVELOPMENT

DINING SERVICES

Dining Services developed and introduced a new line of grab & go items focusing on freshness and utilizing locally sourced ingredients. The new options became available in retail locations in August 2017.

BUSINESS PROCESSES

DINING SERVICES

Dining Services transitioned the purchasing of most groceries and supplies to the Premier group purchasing organization. As a result, the department now utilizes US Foods as a primary vendor for all self-branded concepts. The result has improved efficiencies in business processes, allowing the department to reduce the total amount of inventory being managed on-hand and increase ordering flexibility by receiving just-in-time orders up to six times per week.

FACILITY IMPROVEMENTS

The UGA Golf Course installed a new ADA accessible front entryway from the main parking lot to the golf course clubhouse. Prior to this installation, there was no viable ADA access from the parking lot to the golf course clubhouse.

GOLF COURSE

SUSTAINABILITY

TRANSPORTATION & PARKING

Transportation & Parking Services continued to upgrade lighting in decks for sustainability and safety. The IM and PAC decks were converted to LED lighting systems; this means that all UGA parking decks now have state-of-the-art, energy efficient, high performance, and safe lighting.

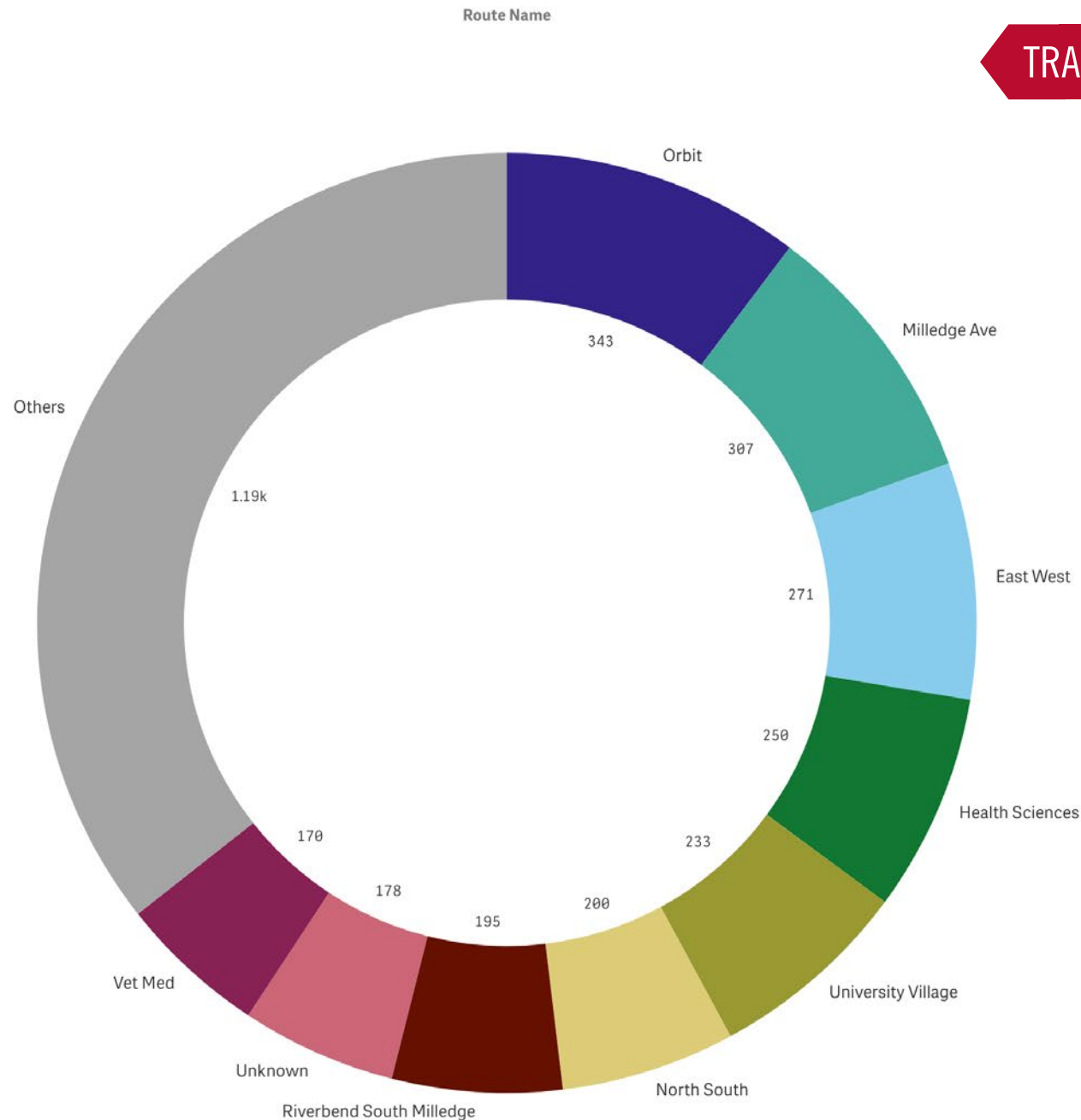
Additional sustainable and efficient efforts were made as the department continued their expansion of virtual permit lots and decks. These decks allow the customer's license plate to act as their permit (for those who have purchased a permit). Currently, 70% of UGA's parking lots are now have license plate recognition systems.



SAFETY

TRANSPORTATION & PARKING

Transportation & Parking Services continuously refines their Safety Management System by using both Team Dynamics for data collection and evaluation as well as the QLIK analysis tool. Improvement actions are then able to be taken based on facts.



SAFETY

Transportation & Parking Services collaborated with the Office of Sustainability, campus and community partners to advance positive bike and pedestrian safety messages across campus through the “Watch for Dawgs” program.

TRANSPORTATION & PARKING



CUSTOMER SERVICE

VENDING



Vending Services brought the Coca-Cola “Hug Me” machine to a campus for a second year. Coca-Cola has also sponsored several auxiliary related events and promotions.



COMMUNITY

UNIVERSITY POLICE DEPARTMENT

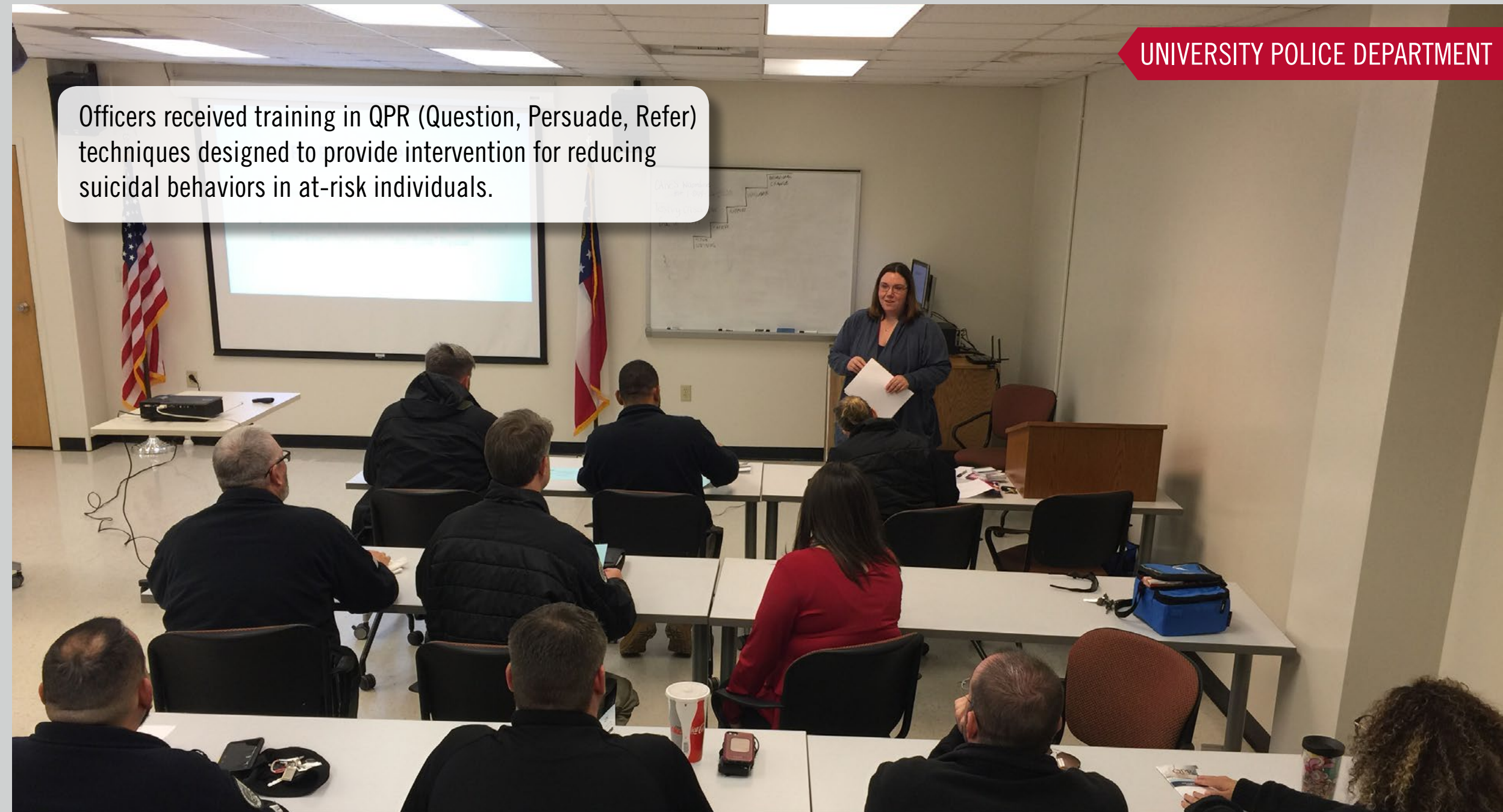


Officers logged 3,299 “Community Oriented Policing Contacts” which is a 32% increase from the previous fiscal year. A contact is defined as a “substantive, proactive contact with a member of the public for the purpose of instilling confidence in the police and building positive police-community relations.”

SAFETY

UNIVERSITY POLICE DEPARTMENT

Officers received training in QPR (Question, Persuade, Refer) techniques designed to provide intervention for reducing suicidal behaviors in at-risk individuals.



SAFETY

Police and Communications Officers were recognized with the prestigious Life Saving Award after their immediate and selfless actions saved the lives of two students.

UNIVERSITY POLICE DEPARTMENT



SAFETY

Revised the UGAAlert activation procedures for the UGA Griffin and Tifton campuses, including the testing and evaluation for automatic tornado warning notifications.

Developed the Sanford Stadium Mass Casualty Incident Response Plan in collaboration with campus and community partners. Updated emergency action plans for the Dan Magill Tennis Complex, Turner Softball Stadium, Soccer, the Equestrian Complex, and Spec Towns Track venues.



A photograph of a community event. In the foreground, a woman with short brown hair, wearing a grey denim jacket and a name tag, is smiling and talking to another woman. The second woman has short dark hair, wears glasses, a blue jacket, and a white scarf, and is looking down at a piece of paper she is holding. In the background, other people are visible, some looking at a red display board. The overall atmosphere is professional and collaborative.

FINANCIAL, ADMINISTRATIVE & HUMAN RESOURCES SUPPORT

BUILDING BRIDGES

BULLDOG PRINT + DESIGN

Bulldog Print + Design offered student-oriented training opportunities for high school students as well as for UGA Federal Work Study students.

With this program, students have opportunities in both the design and production areas of the Administrative Services Warehouse, where Bulldog Print + Design is located.

MAINTAINING OUR BRAND

BULLDOG PRINT + DESIGN

As the University moved into its second full year of the new brand look and feel, Bulldog Print + Design (BP+D) continued to be a trusted resource to ensure consistency with branding guidelines and product development. BP+D maintained its partnership with Marketing and Communications to roll out new branding guidelines to the campus community and also identified software solutions to ensure consistent color reproduction within BP+D as well as other designers in the campus community.



IMPROVING EFFICIENCIES

Procurement enabled an Integrated Supply Agreement with NAPA on behalf of Transportation & Parking Services and the Facilities Management Division (FMD). The agreement allowed NAPA to provide integrated business solution services and to establish inventories at UGA for fleet parts, automotive replacement parts, and other supplies and/or equipment.

These services reduce the inventories held by UGA and improve sourcing efficiency for FMD and Auxiliary Services.



OVERCOMING CHALLENGES

INSURANCE & CLAIMS MANAGEMENT

FY 18 was a busy year for Insurance & Claims Management (ICM) as the office plays a crucial role when UGA properties are affected by natural disasters. ICM continues to monitor areas that were affected by Hurricane Irma during the fall of 2017. The storm caused major damages to Sapelo Island, Skidaway Oceanographic Institute, Burton 4-H Center, Tifton, Midville and several locations on the UGA main campus.

To better prepare for future natural disasters, the ICM staff attended a FEMA Hazard Mitigation Grant Workshop regarding hurricane damages and the prevention of future losses.

Also in FY 18, Insurance & Claims Management office transitioned under the Office of Emergency Preparedness in the Finance Division (formerly UBAS and within Administrative Services).

DEMONSTRATING EXCELLENCE

ACCOUNTING

In FY 18, the University of Georgia Accounting Department once again received an **Award of Distinction** from the Georgia Department of Audits and Accounts.

This award is presented to organizations that submit quality financial statements and supporting documentation in a timely manner, whose annual financial report is given an unmodified audit opinion and is free of any significant deficiencies or material weakness, and organizations that comply with all Transparency in Government relations.



AIDING WITHIN & BEYOND

UNIVERSITY BUDGET OFFICE

The University Budget Office assisted the Board of Regents and the Georgia State Financing and Investment Commission with the capital outlay request made available in the Governor's FY 2019 budget. The University received \$40.23M to support various large and small capital projects and \$15.43M in Major Repair & Renovation (MRR) funds to help preserve the value, integrity, and effectiveness of UGA's rapidly expanding, aging, and highly used facilities and infrastructure.

Along with Vice President Ryan Nesbit, the University Budget Office supported the annual Campaign for Charities that resulted in UGA faculty and staff contributing over \$397,572 to various service organizations throughout the state.



SUPPORTING SUCCESS

BURSAR & TREASURY SERVICES

The Bursar & Treasury Services Division is responsible for the collection, control and stewardship of all University funds, securities and related records. One of the special funds that Bursar & Treasury Services administers is endowment funds that help to provide:

- » general support for the University including
 - » maintenance of the Arch
 - » preserve the Founders Garden
 - » purchase library and law books
 - » research
 - » seminars
 - » many other support functions
- » student scholarships and loans
- » professorships/endowed chairs
- » salary supplements
- » graduate assistantships
- » other funding as directed by the individual trust agreement

Over the past five years, endowment funds have grown by \$17.2M.

SAFEGUARDING ASSETS

Finance & Administration seeks to be a good steward of all University resources. Part of this priority is ensuring that department data is current and kept safe in case of any unforeseen events. Off-site backups of 15,000 gigabytes of departmental data is replicated on a nightly basis as part of the F&A IT disaster recovery and data loss prevention plan.

In FY 18, the F&A IT Support Team also helped launch the redesigned F&A Policy Library (pictured here). The updated Policy Library features a new look and platform and utilizes a content management system to allow departmental administrators the ability to update their own content. The new look will provide users and visitors with a more user friendly, easy to navigate design.



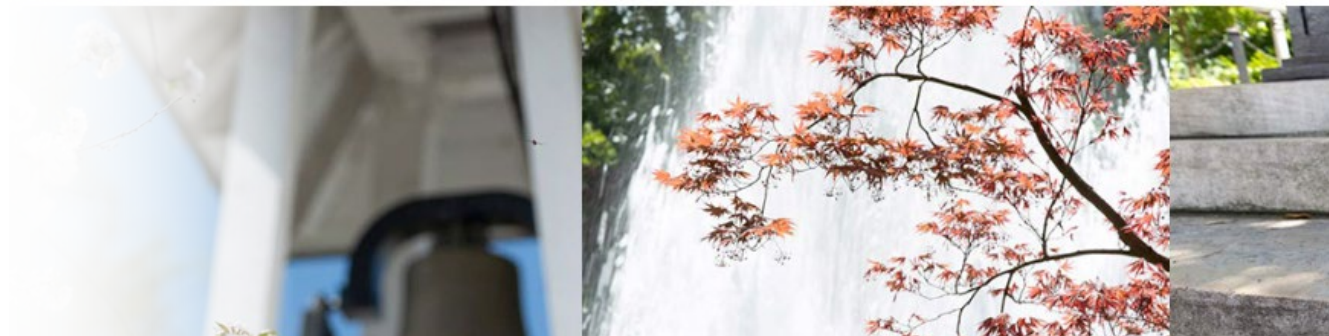
UNIVERSITY OF GEORGIA
Finance & Administration

F&A IT SUPPORT



Finance & Administration Policy Library

Go to the University of Georgia Finance & Administration Policy Library. Providing clear and concise operating policies and procedures for Finance & Administration. This online policy library is provided to serve as the principal resource of documentation for the support services of the University.



Policies by Category

Policies by Department

PREPPING FOR SUCCESS

HUMAN RESOURCES

In FY 18, Human Resources completed the PeopleAdmin system upgrade of the Integrated Position, Applicant, and Workforce Solution (iPAWS).

As the OneSource Project was underway with the implementation of PeopleSoft's Human Capital Management System in January 2019, Human Resources worked to consolidate FacultyJobs and iPAWS into one instance of PeopleAdmin. This consolidation is necessary to enable PeopleAdmin HR employee data (name, demographic info, position, department, etc.) to feed directly into PeopleSoft.

Human Resources charged the iPAWS/FacultyJobs Position Management Advisory Team, composed of representatives from various units, to prepare for the implementation of Position Management for faculty positions. This team worked with campus stakeholders to assist with user testing and unit communication prior to implementation.

SHAPING LEADERS

HUMAN RESOURCES

In FY 18, Human Resources launched the second cohort of the Women's Staff Leadership Institute, a leadership development opportunity for UGA staff members that is aligned with the Women's Leadership Initiative launched in 2015 by President Jere W. Morehead and the Office of the Provost.

Through a nomination and selection process, this annual program offers a group of UGA staff members the chance to explore leadership opportunities, reflect upon key leadership traits and skills, and support one another in issues that female leaders face in higher education administration.

The second cohort of the Women's Staff Leadership Institute met monthly to attend workshops and have conversations with senior administrators at UGA.

SERVING CAMPUS

PARTNERSHIPS

In March 2018, the Finance & Administration Staff Representative Group partnered with UGA's Staff Council to pull together 54 campus units to engage with staff and faculty to promote awareness and access to a wide array of services, resources, and opportunities available to University staff and faculty.

Conversations between these campus units and more than 700 participants have already increased requests for the services these units provide and plans are underway for a second Staff Resources Fair in the Spring of 2019.



ONESOURCE

PARTNERSHIPS

During FY 18, units and individuals across the University continued to collaborate and prepare for the initial go-live dates for the OneSource Project. UGA's OneSource Project is a comprehensive business transformation project to adopt leading business practices, to align current systems with those used by the University System of Georgia, and to utilize a new finance and human resources administration system.

In January 2018, the UGA Budget Management System was launched, with 425 current users. Throughout FY 18, progress was made to ensure a smooth transition for future July 2018 go-live dates including the UGA Financial Management System and the UGA Data Warehouse and the December 2018 launch of the OneUSG Connect HR/Payroll System. Preparations included training sessions for users across campus, the installation of new time clocks, the expansion of the OneSource Service Desk, and the continued development of resources and tools for users.

As of June 30, 2018, the OneSource Finance and HR/Payroll Business Transformation Project was on time and on budget. The project had 500+ individuals involved representing schools, colleges and individual units.

The UGA OneSource Project would not be successful without the contributions and collaborations of those in the Finance Division (formerly UBAS/Budget Division) and HR within Finance & Administration and the support and input of users across campus.



CAPITAL PLANNING & INFRASTRUCTURE SUPPORT



PLANNING & DESIGN

Expected to open in summer 2021, the Interdisciplinary STEM building, in the heart of South Campus, will provide space for faculty and graduate students in chemistry and engineering. The facility represents the future of research and education in the STEM fields at UGA.


The facility will expand laboratories for chemistry, engineering and other material sciences, offer undergraduate research opportunities, and expose graduate students to projects with real-world relevance.

OFFICE OF UNIVERSITY ARCHITECTS



IMPROVING EXPERIENCES

OFFICE OF UNIVERSITY ARCHITECTS



The Sanford Stadium West End Improvements were completed in FY 18. The project covered 120,000 total square feet of new and improved space. These enhancements include the relocation of the home team locker room from the east end to the west end, the expansion of the game day perimeter on the west end, new toilet facilities with increased total fixture counts, new concessions area, new football operations including x-ray room, equipment room, nutrition support area, and coaches locker room, new home team tunnel with direct access to the playing field, a new 500 seat recruit lounge, an plaza connecting the Gillis Bridge to newly configured west end zone seating, elevators to move patrons from the ground level plaza to the bridge level plaza, and an outdoor seating area that leads directly from the stands to the recruit lounge for the convenience of recruit families. Also included is a new scoreboard located at the Gillis Bridge and the west edge of the upper plaza with new ticketing gates. The project was completed prior to the 2018 season and has had a transformational impact on Sanford Stadium.

CREATING OPPORTUNITIES

Construction of the Alice H. Richards Children's Garden continues at the State Botanical Garden of Georgia. The 2.5-acre, handicap-accessible educational environment will include a canopy walk in the trees, a treehouse, creature habitats, hands-on garden plots, an underground zone, edible landscapes, and a bog garden and pond.

Construction also continues on the third phase of the Terry Business Learning Community. The final two buildings will house two 350-seat auditoriums, eight undergraduate classrooms, interview suites, the Selig Center for Economic Growth, and Terry's marketing and communications, information technology, and business offices.

OFFICE OF UNIVERSITY ARCHITECTS



SUPPORTING SAVINGS

FACILITIES MANAGEMENT DIVISION

The Facilities Management Division completed the University's first Guaranteed Energy Savings Performance Contract in FY 18. This project will impact eight buildings on East Campus and will save 4.5 million kilowatt hours of electricity and 50,000 therms of natural gas during each year of the project's lifespan.

CULTIVATING CAMPUS

FACILITIES MANAGEMENT DIVISION

In FY 18, the Grounds Department continued its fantastic work in keeping our campus as one of the most pristine in the country. In addition to appearances, the Grounds Department was also involved in several projects to promote increased maneuverability around campus.

The Grounds Department oversaw the design and installation of several new projects throughout campus including:

- » Sanford Drive Bike Lane
- » UGA Golf Course ADA Ramp
- » Strahan Gate Restoration
- » Connect to Protect Garden (Partnership with the State Botanical Garden)

PROMOTING RESPONSIBILITY

FACILITIES MANAGEMENT DIVISION

The UGA Green Lab Program received the Athens-Clarke County 2018 GreenFest Award for Business and Industry Waste Reduction. The award recognizes sustainability leaders in Athens-Clarke County who have gone above and beyond in the areas of environmental stewardship, innovative sustainable design and other community improvements.

Leadership in sustainability research, education and service is a hallmark of UGA's 2020 Strategic Plan. The Green Lab Program, part of the Division of Finance & Administration, promotes and supports world-class science by engaging researchers in best practices that enhance safety, conserve resources, and reduce waste.



RESTORING RECREATION

FACILITIES MANAGEMENT DIVISION

In early 2016, leaders in the Warnell School of Forestry, Recreational Sports, and the Facilities Management Division charged an ad hoc committee with developing prioritized management objectives and a phasing plan for physical improvements to Lake Herrick.

The committee's master plan includes recommendations for design, management, water quality monitoring, and experiential learning. In FY 18, the Lake Herrick watershed restoration activities were underway with three projects: the Oconee Forest Pond rehabilitation, the Lake Herrick shoreline enhancement, and the Lake Herrick Pavilion renovation. Lake Herrick is expected to reopen in the fall of 2018.

TRANSFORMING SPACES

OFFICE OF SPACE MANAGEMENT

The completion of the second phase of the Business Learning Community allowed the Office of Space Management to implement the initial repurposing of Brooks and Caldwell Halls, both previously used by the Terry College.

Repurposing space allows for other opportunities around campus and the following offices were able to occupy space in both Brooks and Caldwell Hall:

- » Franklin College of Arts & Sciences Office of Student Academic Services
- » Department of Statistics faculty, staff, graduate student offices
- » Department of Statistics Big Data Research Team
- » Department of Statistics priorities instructional spaces
- » Owens Institute for Behavioral Research

PLANNING FOR THE FUTURE

OFFICE OF SPACE MANAGEMENT

The Office of Space Management was involved in the coordination and planning in support of the Interdisciplinary STEM Research Building Project.

Specifically, this project will involve the temporary and permanent relocation of the Grounds Department services and functions as well as possible relocation options for Ecology and Marine Sciences offices.

ACKNOWLEDGMENTS

These reports represent the compilation of the efforts of all 1,800+ staff members in Finance & Administration and we would like to acknowledge their role in making the many accomplishments found herein possible, as well as the efforts of those responsible for compiling the information represented.

We would like to offer a special thanks to the team of Finance & Administration staff members who assisted in the design of this report: Allison Brannen, Andrew Lentini, and Taylor West.

FINANCE AND ADMINISTRATION

SERVING

THE **MISSION** OF UGA[®]

YOU + ME → WE ELEVATE THE 